



**Department of Housing and Community Development**

**September 28, 2007**

**NOTIFICATION OF VACANCY**

**HOUSING PROGRAM ADMINISTRATOR  
(Program Administration Specialist II)**

**POSITION #00296**

**LOCATION:**

**DHCD  
501 N. 2ND STREET  
RICHMOND, VA 23219**

**HIRING RANGE:**

**\$40,000 - \$50,000 Annually**

**DUTIES AND RESPONSIBILITIES:**

The Virginia Department of Housing and Community Development is seeking a highly motivated Housing Program Administrator within the Division of Housing located in Richmond. The selected individual will implement programs to include the Emergency Shelter Grant, State Shelter Grant, Child Services Coordinator Grant, Child Care for Homeless Children Program, Homeless Intervention Program and Housing Opportunities for Persons with Aids to low-income individuals, homeless families and individuals, households at imminent risk of homelessness, and persons with HIV or AIDS and their families; provide technical assistance and training, monitor compliance of project sponsors, develop programmatic documents; participate in producing reports and/or produce reports; and ensure programs are implemented and services delivered in compliance with state and federal regulations and guidelines.

**QUALIFICATIONS GUIDE:**

Knowledge of basic grant management. Knowledge of and experience with state and federal housing and homeless assistance programs, basic accounting practices, case management and/or housing counseling techniques. Demonstrated ability to communicate effectively both orally and in writing; to effectively manage multiple priorities; to design and conduct training workshops; to use PC and appropriate software applications; to manage and report program data. Must have skills in establishing and maintaining effective working relationships inside and outside the agency and to analyze and solve problems. Graduation from a college or university with a degree in social work, planning, public administration or related field is preferred or equivalent combination of training and experience. Some experience with grants management and housing and homeless assistance programs. Valid driver's license and travel required.

**TO BE CONSIDERED FOR THIS POSITION, YOU MUST COMPLETE A STATE APPLICATION THROUGH THE ON-LINE EMPLOYMENT SYSTEM AT <http://jobs.virginia.gov/> THIS POSITION IS OPEN UNTIL FILLED.**

*For additional information contact our Human Resource Office, at (804) 371-7000  
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